



October 18, 2006

WASTEWATER PLANT OPERATOR I

(Full time/ Open Opportunity)

SALARY: \$3,0831.61-\$3,748.15

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on November 3, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from the **HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240.** To request applications by phone please call (209) 333-6704. TDD (209) 333-6853. www.lodi.gov

THE POSITION: Inspects, operates, and maintains the wastewater treatment facility. Assists with or is responsible for daily operational controls and monitoring of plant processes. Performs corrective and repair work on plant systems; performs general maintenance work at plant facility. Positions in this class rotate shifts. This is a flexibly staffed class series in that I level positions are required to progress to progress to the II level with training, experience, appropriate certificates, and satisfactory performance, within specified time frames. This is the entry level for the plant operator class series. It is distinguished from the Operator II level in that it performs the more routine operator tasks and, under the guidance of the Operator II, progressively performs the more technically complex tasks. Receives immediate supervision from higher level positions, progressing to general supervision with training and experience. Duties may include, but are not limited to the following: Inspects plant operations daily; operates and checks the operation of wastewater equipment, such as pumps, valves, electric motors and filters; Oils, greases, and cleans equipment; Cleans, adjusts and repacks valves and pumps; Cleans and adjust bar screens and comminutors; Regulates operation of aeration tanks, including return sludge recirculation pumps transferring sludge to digester; Operates lagoons; Reads gauges and makes adjustments to operating controls in order to maintain proper condition of digesters in accordance with prescribed procedures; Maintains, operates, and adjusts chlorination/dechlorination equipment; Checks and adjusts wasting rates; Performs some lab tests and interprets results for purposes of plant control; collects samples for tests; Monitors delivery of chemicals and materials; Performs preventative maintenance and repair work on plant equipment; Maintains grounds and plant building; Checks treatment and storage ponds; Maintains safety checklists; Instructs subordinate personnel in plant operations; Sets and monitors alarm systems; maintains plant security; Performs other related duties as required. **WORKING HOURS:** Rotating shifts, will include weekend work

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of high school.

Experience: One year of experience in water or wastewater systems or maintenance and repairs to pumps and motors.

License/Certificate: Persons entering this position are required to immediately obtain an Operator in Training Certificate, and within 24 months of appointment, are required to obtain a Grade I Wastewater Treatment Operator Certificate from the State Water Resources Control Board. Within 24 months of obtaining a Grade I Wastewater Treatment Operator Certificate, employees are required to obtain a Grade II Wastewater Treatment Operator Certificate. Possession of a valid Driver's License from the California Department of Motor Vehicles.

WORKING CONDITIONS : **Environmental Conditions:** Exposure to safety hazards including, fumes or odors, dust or gases, chemicals, toxic materials, oil, and a variety of mechanical machinery. **Physical conditions:** Essential and marginal functions may require maintaining physical conditions necessary for standing, walking, sitting, driving, carrying, pushing, climbing, bending at waist, stooping, crouching, reaching, kneeling, crawling, hearing, sense of smell and sense of touch, lifting and pulling up to 50 pounds.

INTERVIEW PROCESS: Candidates considered to be among the most qualified will be invited to participate in an interview. Fingerprints and/or background clearance is part of the testing process. **Evaluation of Qualifications:** Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

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Equal Opportunity Employer

This job description and salary is currently under review and may be changed without notices

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITIES ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

PAY RANGE - The pay range is shown on the job announcement. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step. The City does not participate in Social Security except for the required Medicare contribution. The City participates in Public Agency Retirement Services (PARS). PARS is an alternative retirement plan to Social Security for part-time, seasonal, and temporary employees.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract.

